

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110091-5

REPORTS INVENTORY						CONTROL NO. DDS/OF-157	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Advance Agreements - IRD, B&P, TE						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/>	PERSONNEL		<input type="checkbox"/>	TRAINING		ADMIN. GENERAL OTHER (specify)
	<input checked="" type="checkbox"/>	LOGISTICS		<input type="checkbox"/>	SECURITY		
	<input type="checkbox"/>	MEDICAL		<input checked="" type="checkbox"/>	FINANCE		
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) 100 +				6. DISTRIBUTION (No. of components not number of copies)	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT / Our Audit Needs	
10. PREPARING COMPONENT (include lowest level contributing information to report) Office of Naval Material				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
							No cost to Agency.
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						No Cost	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Needed for review of overhead rates to recommend to contracting officer-- including IRD, etc.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110091-5					18. EXTENSION